

MONTANA STATE PRISON
600 Conley Lake Road
Deer Lodge, MT. 59722

INTERNAL/EXTERNAL

REPOSTED

Position Title: Infirmary Aide
Position Number: 11042
Classification Code: 311133
Department: Corrections
Location: Deer Lodge, MT
Supplement Required: Yes

Pay Band: 3, \$10.19 – 12.59/hour
Bargaining Unit: Montana
Federation of State Employees
Division: Montana State Prison
Status: Permanent/Full-time
Shift: To be determined

Application Deadline: Submit a State of Montana application to Montana State Prison, Personnel Office, 600 Conley Lake Road, Deer Lodge, MT. 59722. Applications must be received by 11/1/07. (***Attach a completed copy of the Reference and Criminal Background Check authorization form to application.**)

Special Information: Requires successful completion of Basic Pre-Service Training for Prison employees. Must be able to work under stressful and potentially dangerous conditions. Must be able to respond in the event of an emergency. LAUTENBERG AMENDMENT: This position authorizes the incumbent to carry a firearm. Any person who has been convicted of a misdemeanor crime of domestic violence cannot lawfully possess a firearm or ammunition (Title 18, U. S. C. , Section 922(g)(91)). Candidate who have been convicted of a misdemeanor crime of domestic violence are not qualified for this position. Candidates under consideration will be required to certify whether they have ever been convicted of such an offense. False or fraudulent information provided by candidates is criminally punishable by fine or imprisonment (Title 18, U. S. C., Section 1001).

Special Information: Requires successful completion of Basic Pre-Service Training for Prison employees. Must be able to work under stressful and potentially dangerous conditions. Must be able to respond in the event of an emergency.

Typical Duties: Provides initial assessments of incoming inmates; prepares appropriate documentation upon receipt of inmate/patient into the Infirmary; facilitates transfer of inmate/patient to other medical facilities; discharges inmate/patient from the Infirmary; provides personal care and hygiene to the inmate/patient; provides medical support by providing direct nursing care to the inmate/patient by obtaining pulse, charting vital signs and behavioral statistics; assists medical team in evaluating medical condition; provides security to and for medical staff by searching, securing, escorting and supervising inmates; provides medical treatment as assigned; performs surgical tech duties.

Qualifications: Considerable knowledge of patient care, nursing practices, emergency medical training and/or first responder training. Knowledge of advanced emergency medical procedures and first aid responder procedures. Must be skilled in the operation of complex medical equipment, the healing arts, interpersonal communications skills and work organization. Must have the ability to react calmly, quickly and efficiently in emergencies; work effectively as a whole team member; assume responsibility of leadership when needed; maintain security and confidentiality of records and sensitive material; provide physical security to the Infirmary; communicate effectively verbally and in writing; perform nursing care duties to all patients equally regardless of their crime or physical/mental problems; function in a high stress environment having time constraints; meet special requirements as they are presented.

Education & Experience: The above qualifications are typically acquired through high school graduation or the equivalent, certification as an EMT or first responder and one-year experience in a medical setting. Equivalent combinations of education and experience may be considered on an individual basis.

Immigration and Control Act: In accordance with the Immigration and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Compensation: This position is classified as a band 3 on the state's general pay matrix. The current hourly salary is \$10.19 - \$12.59 depending upon experience. Full-time state employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, Public Employee's Retirement System, 15 working days annual leave, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay per year.

Montana Compliance with Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact the Personnel Office at (406)846-1320.

Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications may include an evaluation of the Montana State Application form; a structured interview; a performance test; reference checks and a background investigation. Application materials required are: Signed and complete State Application for Employment and completed Reference and Criminal Background authorization form.

A panel of job experts will review the application materials. Applicants will be notified of further selection procedures. If the Hiring Authority deems the number of applicants is insufficient to obtain the most qualified individual, the position will be reposted.

A behavior-based interview may be a part of the selection process. If there are no qualified applicants for the position or a passing score is not met, a Training Assignment may be considered based on individual qualifications.

Tuberculosis testing is mandatory. Montana State Prison is a Tobacco Free Institution.

This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected. Late, incomplete, or unsigned applications will be rejected as incomplete and will not be considered.

**DEPARTMENT OF CORRECTIONS
AUTHORIZATION TO RELEASE INFORMATION**

Applicants Name: _____
(please type or print)

Other Names Used: _____

Social Security Number: _____

Date of Birth: _____

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my past work record.

I hereby authorize the Department of Corrections to contact any or all of my present or past employers and/or personal references. I also authorize the Department to conduct a criminal background check via a law enforcement agency and an abuse, neglect or mistreatment check through the Department of Public Health and Human Services. I release the Department, these employers and/or references from any liability which may relate to the information provided to the Department of Corrections. I understand that the purpose of this background check is for employment purposes only.

Have you ever been convicted of Domestic Abuse, either a Felony or Misdemeanor? If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

This authorization shall be valid and effective for one year from the date signed.

Applicant's Signature: _____

Date: _____